

Volunteer Position Description

Position Title:	Drop-In Center Assistant
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Location:	Family Recovery Support 2010 SE 182 nd Ave. Portland, OR 97233
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Goal of Position:	Provide assistance to families in recovery from addiction by creating a welcoming atmosphere and supporting staff and clients in day-to-day activities.
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Sample Activities:	<ol style="list-style-type: none">1. Help cook and prepare healthy meals for approximately 15 children and sometimes adults. We provide the food!2. Greet visitors and engage in friendly conversations to provide a welcoming and friendly space. Provide assistance as needed.3. Keep the center clean and organized. Sort clothes in our pantry.4. Assist with other general administrative duties to help keep the center running smoothly.
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Time Commitment:	Shifts are Monday through Saturday between the hours of 12 and 8 p.m. Three month minimum commitment of a weekly 3 hour shift.
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Qualifications:	<p>Essential:</p> <ul style="list-style-type: none">➤ Ability to work independently, take initiative and develop rapport with new visitors.➤ Friendly, outgoing, and positive demeanor.➤ Open communication with supervisor regarding attendance, requests, and concerns.➤ Must be 18 or older. <p>Desirable:</p> <ul style="list-style-type: none">➤ Prior front desk or administrative experience.➤ Experience with families in recovery from drug and alcohol addiction.
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Physical Requirements:

The duties of this position require the ability to stand, walk, sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear. Position also requires close vision, distance vision, and the ability to adjust focus. Occasional lifting and/or moving up to 25 lbs may also be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the position functions.

Training & Support:

Orientation to VOA Oregon, Family Recovery Support, and position with ongoing support and feedback as needed.

Benefits:

Become part of a committed, passionate, and expert team providing quality support to children and families making a fresh start. Know that your service is enabling parents to focus on finding a stable, satisfying job. Explore a career in career counseling, social services, childcare, or substance abuse recovery.

Supervisor's Contact Details:

Jennifer Benjamin
jbenjamin@voaor.org
503-972-9637

Position description reviewed with _____ on _____

(Volunteer Name)

(Date)

Volunteer Signature

Supervisor Signature